

JOB VACANCY ANNOUNCEMENT



HOUSING ASSISTANT **GRADE – FSN 7**

Announcement Number: BJL-14-013

The U.S. Embassy/Banjul is seeking an experienced individual with the required work permit for employment in country for the position of a Housing Assistant. Under the supervision of the General Services Officer, the incumbent is responsible for coordinating and analyzing the Make Ready program and projects for capital and operational leased residences. The incumbent ensures that all residences meet acceptable standards for occupants prior to their arrival, during their stay, and upon departure. The incumbent processes and/or generates the appropriate inspection forms or reports. She/he will report on any apparent property damage/defects and report them to the General Services Officer (GSO) and Maintenance Supervisor.

REQUIRED QUALIFICATIONS:

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criteria.

Education: Completion of High school is required.

Experience: At least three years of office experience in maintenance or clerical field.

Language: Level IV (Fluent) English is required. Level IV in one local language (Wolof or Mandika) is required.

Knowledge: Knowledge of maintenance operations and procedures. General knowledge of realty terminology. Must be a proficient user of computer programs, e.g. Microsoft Word, Excel, Access, Powerpoint, Microsoft Outlook, Internet, etc. required.

Abilities/Skills: Must have excellent organizational and interpersonal skills. Ability to deal tactfully with all levels of personnel or individuals requesting maintenance and repair services. Exceptional level of customer service is required. Must be able to develop and maintain working level contacts with realtors and landlords. Must be a team player. Ability to work under pressure, in order to meet tight deadlines when necessary, and work evenings and weekends when required.

TO APPLY:

Interested candidates should submit the following:

--Application for Employment (DS 174) - available at the Embassy or online:

http://banjul.usembassy.gov/job_opportunities.html

--A current resume

--Documentation (e.g., certificates and awards, copies of degree earned) that addresses the minimum requirements of the position as listed above.

SUBMIT APPLICATION TO:

Human Resources Office

Embassy of The United States of America

Kairaba Avenue

Email: HROBanjul@state.gov

no later than **June 27, 2014.**

Only short-listed candidates will be contacted for interview.

The American Embassy Banjul is an Equal Opportunity Employer (EEO).